

## EXERCISE POINTS OF CONTACTS

For more information, on the exercise, please consult the following points of contact (POCs):

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**THANK YOU FOR YOUR  
PARTICIPATION!**

# *Town of St. George Severe Winter Storm Table Top Exercise February 17, 2016*



**Knox County  
Emergency Management  
Agency**

## Town of St. George Table Top Exercise

### PREFACE

This small group table top exercise is sponsored by the Knox County Emergency Management Agency. This exercise follows the guidance set forth in the Federal Emergency Management Agency (FEMA), Homeland Security Exercise and Evaluation Program (HSEEP). The Table Top Exercise (TTX) is unclassified.

This brochure provides exercise participants with all the necessary tools for their roles in the exercise and should be viewed by all exercise participants prior to the TTX.

The TTX is comprised of an initial Severe Winter Storm Scenario and several follow-on (time-advanced) scenario inject modules.

The TTX is scheduled for one hour to be held at the St. George Town Office at 7:00 pm on February 17, 2016. After the exercise there will be a 15 min participant “hot wash” or review of lessons learned.



### PURPOSE

The purpose of this exercise is to provide participants an opportunity to evaluate the implementation and execution of the Town of St. George Emergency Operations Plan (EOP) and review Emergency Operations Center (EOC) operations. The exercise will focus on the National Incident Command System and Structure, local emergency responder command, control and coordination, critical policy decisions by elected leadership, notifications, and the integration of assets necessary to save lives and protect public health and safety. The role of public information strategies will be considered.

### PARTICIPANTS

- Players respond to the situation presented based on expert knowledge of response procedures, current plans and procedures, and insights derived from training. Players expected to participate include but are not limited to: Select Board, Town Clerk, Road Commissioner, snow plow contractor, Fire Chief /EMA Director, fire officers, St. George EMS, Animal Control Officer, Health Officer, Harbormaster, Community Shelter Team and other Town elected or appointed officials, or volunteers as may be recommended by the Select Board or EMA Director.
- Observers support the group in developing responses to the situation during the discussion; however, they are not participants in the moderated discussion period.

## EXERCISE OBJECTIVES

Exercise design objectives are focused on improving understanding of response and recovery concepts, identifying problems or opportunities for improvement, and/or providing an opportunity discussions and communication among elected and appointed officials. The exercise will focus on the following Core Capabilities:

- **Planning.** Determine strengths and weaknesses in current municipal plan governing command, control, coordination and integration of various response and recovery resources. Identify critical issues and potential solutions.
- **Operational Coordination.** Exercise establishment of the municipal EOC. Evaluate effectiveness of EOC staffing, management and decision making protocols.
- **Situational Assessment.** Does the EOC have the necessary communication equipment, display boards, and computer support to develop and maintain a common operating picture.
- **Mass Care Services.** Assess the ability community sheltering during a major winter storm scenario requiring transportation and sheltering of residents. A key focus of this objective is integration of volunteer community sheltering groups into municipal emergency disaster response as directed by municipal leadership.

## ASSUMPTIONS AND ARTIFICIALITIES

In any exercise a number of assumptions and artificialities may be necessary to complete play in the time allotted. During this exercise, the following apply:

- The scenario is plausible, and events occur as they are presented. Participants are asked to “work” the scenario as presented and refrain from “fighting” it.
- There is no “hidden agenda”, nor any trick questions.
- All players are in their usual municipal positions, will have reviewed this brochure prior to the TTX, and will receive information at the same time.

## EXERCISE GUIDELINES

- This is an open, low-stress, no-fault environment. Varying viewpoints or differences of opinion are expected and are valuable to the process.
- Respond based on your knowledge of current plans and capabilities (i.e., you may use only existing assets or those available under agreement) and insights derived from training.
- Decisions are not precedent setting and may not reflect your municipality’s final position on a given issue. This is an opportunity to discuss and present multiple options and possible solutions.

## INSTRUCTIONS FOR BEGINNING THE EXERCISE

Each participant will be provided with this brochure before the exercise and should be familiar with the Incident Scenario. Knox County EMA will begin the TTX with a brief overview of the exercise. The TTX is estimated to last approximately one hour to be followed by a 15 minute “hot wash”.

## START-UP WEATHER SCENARIO

*It is 10:00 am, Saturday, February 20<sup>th</sup>. The National Weather Service (NWS) announces a Winter Advisory for Sunday, February 21<sup>st</sup> for areas of Southern Maine including Knox County. Forecast calls for 2-4 inches of snow with southeasterly winds at 5-10 mph and temps 20-25 degrees. At 6:00 pm the NWS announces an upgrade to Winter Storm Warning for all of Maine except Aroostook County starting Sunday at 6:00 am. By 8:00 am snow has begun falling in Knox County. Jim Kalloch has called in his crew and trucks start plowing at 10:00 am. The NWS upgrades its marine forecast for Storm Warning from Stonington to Cape Elizabeth with a surge of 6.0 feet coinciding with high tide at 6:15 pm on Sunday evening. By noon Knox EOC has opened, and it is snowing 2-3 inches per hour across Knox County. Winds have backed to southwest at 30-40 mph with higher gusts. By 3:00 pm 10 inches of heavy, wet snow has fallen and there are spot power outages around town. After review of the current situation and the weather forecast, EMA Director Tim Polky contacts the Board of Selectman, and request’s assistance opening a limited EOC commencing at 5:00 pm.*

## TTX SCENARIO DEVELOPMENT

As the exercise and scenario unfolds, you will be given time-advanced scenario injects and questions or topics to discuss related to the evolving situation and needs of your community. These injects will allow you to participate in a discussion concerning the issues raised. As a group you will identify any additional requirements, critical issues, decisions, and/or questions that should be addressed at that point in the scenario.

